PRIO

Billing Instructions

Guide on Issuance of Invoices and V360

2024

Invoices issued to PRIO must contain the Purchase Order Number and the Order Item.
The tax document must be issued exactly as per the Purchase Order. Effective as of 08/01/2024, all Invoices for materials that do not comply with the Purchase Order will be automatically rejected.

The way to insert this information in the invoice depends on the tool you use to issue the document.

Free issuer of the electronic invoice (NF-e) or CT-e

In this case, you need to fill in the information in the two fields listed below:

- 'Purchase Order' field: fill in the purchase order number here.
- 'Purchase Order Item Number' field: fill in the order items.

Own electronic invoice (NF-e) or CT-e issuance system

In this case, you must contact the person responsible for issuing invoices in your company and request that the XML file contain the following fields:

- Order field (xPed): must be filled in with the purchase order number.
- Item field (nItemPed): must be filled in with the respective order item.

The tax document capture tool can be accessed via the following link: https://prio3.virtual360.io/.
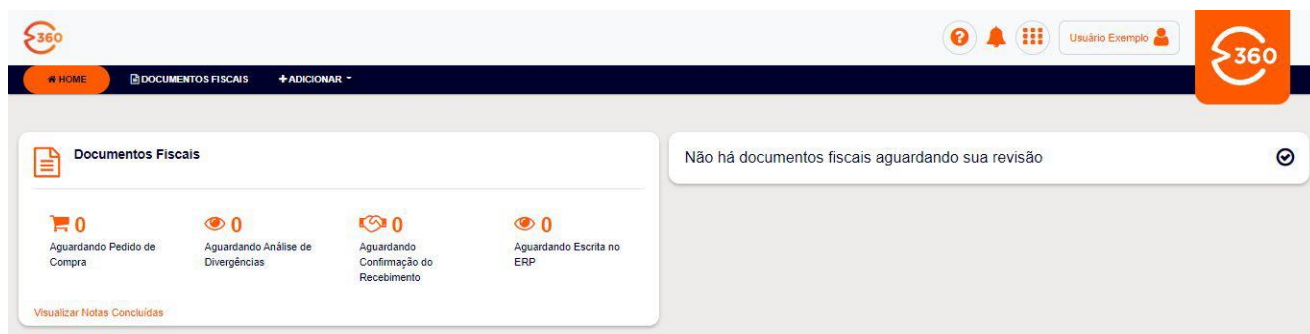Capture will occur fully automatically in the case of materials and, in the case of Services, only for accredited municipal governments. Otherwise, it must be manually included in the tool.
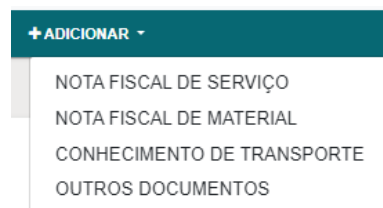
V360

On the V360 home page, as shown in the image to the side, click on "Enter V360 Portal" and enter your login and password. If you are not registered, click on the "Sign up" button and fill in all the requested information.

On the home page you can find important information about Invoices, as well as their status in the "Tax Documents". Click on each status for a detailed list. The Tax Documents that require that you perform some type of action are displayed to the side.

If you find that one day after issuing the Invoice the platform has not captured it, click on "Add" and select the corresponding option, as in the image to the side. On the next screen, attach all requested documents and fill in all required fields. When you have finished filling it out, click on "Enter Invoice".

You can monitor the progress of your tax documents by clicking on "Tax Documents", where you can use the "≡" button to extract a report with all the Tax Documents that have already been captured or sent to the platform.

RANFS

All service providers that issue Invoices against PRIO's CNPJs (EINs) in São João da Barra – RJ and that are headquartered outside that municipality, must issue and attach the **Auxiliary Service Invoice Record (Ranfs)** to the Invoice – which replaces the old Auxiliary Service Provision Document (Daps).

If you have any questions or need support, please call 55 (21) 3721-3900.